

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**June 27, 2018**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 27, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Kim Smith, and Les Nielsen. Absent: None. Others Present: County Attorney, Barbara McFadden, Board Clerk Patrick Christopherson, and Recording Secretary Kelsey Johnson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the agenda with the following addition: Follow up discussion regarding a staffing request in the Auditor/Treasurer’s Office.

Action #2 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the June 13, 2018 minutes with the following corrections: Action #18, add that recycling amounts are to be requested from both Waste Management and Quality Disposal. Add \$400 recycling incentive payments into the minutes.

Action #3 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Services Board.

The Kanabec County Human Services Board met at 9:05am on Wednesday, June 27, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Les Nielsen Dennis McNally, and Kathi Ellis. Human Services Director, Chuck Hurd presented the Human Services Agenda.

Action #HS4 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Human Services Agenda as presented.

Child Support Supervisor, Rose Linder and Child Support Officer/Fraud Prevention Specialist, Stephanie Klemz presented an update on the new Collection Procedures and how it will affect reimbursements to the County. Information only, no action was taken.

Action #HS5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the payment of 136 claims totaling \$278,529.83.

Action #HS6 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn Human Services Board at 9:24am.

The Board of Commissioners reconvened.

Action #7 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Further	701.90
Midcontinent Communications	150.00
Braham Public Schools	902.82
City of Grasston	673.30
City of Mora	45,258.50
Comfort Township	870.04
Ford Township	395.80
Haybrook Township	1,553.51
Isle Public Schools	3,107.03
Knife Lake Township	1,940.24
Mora Public Schools	72,300.92
Whited Township	1,994.58
Dearborn National Life Insurance	634.47
Health Partners	6,017.50
Kanabec County Auditor HRA	212.00
Kanabec County Aud-Treas	4,168.43
East Central Energy	171.06
Kanabec County Auditor HRA	106.00
City of Mora	3,096.48
East Cent. Reg Dev Commission	15.80
Mora Public Schools	2,036.89
<b>21 Claims Totaling:</b>	<b><u>146,307.27</u></b>

Action #8 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

<u>Vendor</u>	<u>Revenue</u>	<u>Amount</u>
A and E Cleaning Services		550.00
Ann Lake Watershed Alliance		2,662.47
Anoka County JC Secure		5,019.00
Anoka County Human Services		6,665.00
Ashworth Appliance & Electronics		777.94
Bachman, Fran		118.34

Big Sky Racks, Inc	305.37
Bliss, Erica	252.92
Bond Trust Services Corp	237.50
Bond Trust Services Corp	2,677.50
Coborn's Card Service	17.95
Coborn's Card Service	391.19
Centerpoint Energy	98.00
Christopherson, Patrick	77.39
City of Mora	78.00
Consolidated Communications	998.02
CPS Technology Solutions	1,447.00
Curtis, Michael	959.75
CW Technology	69.00
East Central Solid Waste Commission	266.48
Election Systems & Software Inc	2,400.00
Emergency Automotive Technologies	3,042.07
Emergency Automotive Technologies	313.45
FBG Service Corporation	785.00
G & N Enterprises	1,632.60
Galls	779.10
Grainger	107.02
Granite Electronics	372.55
Granite Electronics	152.90
Hoefert, Robert	893.81
Holiday Station Stores	40.00
Horizon Towing	203.06
Ideal Service Inc	367.99
IT SAVVY	180.26
IT SAVVY	217.70
Kanabec County AG Society/County Fair	120.00
Kanabec County AG Society/County Fair	4,500.00
Kanabec County History Center	3,500.00
Kanabec Soil & Water Cons.	2,940.37
KEEPRS	2,260.70
KEEPRS	509.00
Kinzer, Nicki	160.00
Lerrssen, Jennifer	498.45
MailFinance	1,686.42
Manthie, Scott	1,385.94
Manthie, Wendy	895.44
Marco Techonologies	582.18
M&I Lockbox: MCCC	80.00
M&I Lockbox: MCCC	80.00

M&I Lockbox: MCCC	13,413.36
M&I Lockbox: MCCC	28,700.00
McClellan, Karen	693.71
McClellan, Karen	16.05
Menards	731.13
Mid-American Research Chemical	1,056.73
Minnesota Monitoring Inc	186.00
Minnesota Monitoring Inc	240.00
Mora Chevrolet	105.15
Motorola	3,712.25
Nelson, Jerald	155.33
Nelson, Ronette	557.69
Oak Gallery	13.74
Office Depot	76.45
Office Depot	14.56
Office Depot	2.97
Office Depot	73.83
Office Depot	72.58
Office Depot	23.99
Office Depot	60.39
Office Depot	29.67
Office of MN.IT Services	11,175.90
Ogilvie Museum	750.00
Olson, Rhonda	914.22
Pomroy Lake Association	138.94
Project Lifesaver Inc	134.94
Regents of the University of MN	18,048.00
Reliance Telephone Inc	500.00
Reliance Telephone Inc	10,449.00
RS Eden	47.25
RT Vision	7,350.00
Stearns DHIA Central Lab	44.00
Stellar Services	367.13
Summit Food Service Management	9,971.64
Thomson-Reuters-West	238.70
Totalfunds	2,400.00
United States Treasury	1,900.05
Visser, Maurice	595.64
Wickeham, Teresa	59.95
YourMembership.com, Inc	149.00
Zamora, Ray	194.12

**90 Claims Totaling: 169,718.89**

**Road & Bridge**

<u>Vendor</u>	<u>Amount</u>
Blum Sand and Gravel	350.75
Citi Lites	30.00
East Central Energy	950.53
Emergency Automotive Technologies	50.40
Federated Co-op	82.48
Fluegge's Ag	9,250.00
Kroschel Land Surveyors	1,000.00
Maney International	467.71
Minnesota Energy	55.74
Newman Traffic Signs	32.00
Northern State Supply	67.42
Office Depot	321.19
Oslin Lumber	144.00
Pomp's Tire Service	837.00
Scientific Sales	282.00
WiarCom	399.00
Yager, Jon	100.00
<b>17 Claims Totaling:</b>	<b><u><u>14,420.22</u></u></b>

Action #9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

**Resolution #9 – 6/27/18**

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the Application for Exempt Permit for the Mora Education Foundation for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Drive, Mora, MN 55051 on August 22, 2018.

Action #10 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

**BE IT RESOLVED** to close the meeting at 10:00am pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 3(b) to discuss matters subject to the attorney-client privilege related to on-going litigation.

Those present during the closed portion of the meeting include Commissioners Gene Anderson, Dennis McNally, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator Patrick Christopherson, County Attorney Barbara McFadden, Attorney Dyan Ebert, and MCIT Representative Jeff Hentges.

**12:45pm** – The Chairperson re-opened the meeting.

Eric Brown of Waste Management met with the County Board to discuss procedures regarding recycling collection and appropriation of recycling costs. Information only, no action was taken.

County Assessor, Tina Diedrich Von Eschen met with the County Board to discuss matters concerning her department.

Action #11 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the lease of a 2019 Jeep Latitude for \$462.03 per month.

Action #12 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #12 – 6/27/18**

**WHEREAS** there is a vacancy in the position of a Certified Appraiser, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the County Assessor and the County Personnel Director to hire a Certified Appraiser to fill the position at Step A, Range 11 of the pay plan which is \$21.77 per hour or the rate set by internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted, and

**BE IT FURTHER RESOLVED** to authorize the County Assessor and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

County Auditor, Denise Snyder met with the County Board to discuss a staffing request for her department.

Action #13 – Gene Anderson introduced the following resolution and moved its adoption:

## **Resolution #13 – 6/27/18**

Approve Job Description and Refer for Evaluation

**WHEREAS** County Policy P-106 calls for an evaluation of all county job classifications, and

**WHEREAS** the Auditor/Treasurer has submitted an updated job description and physical analysis, and

**WHEREAS** the board has examined and evaluated the information;

**BE IT RESOLVED** to approve the job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Deputy Auditor Tax II job description be sent to the salary consultant for review.

The motion for the adoption of the foregoing Resolution was duly seconded by Dennis McNally and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Dennis McNally, Gene Anderson, Les Nielsen, Kim Smith

**OPPOSED:** Kathi Ellis

**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

County Auditor, Denise Snyder met with the County Board to present the annual report.

Action #14 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

## **Resolution #14 – 6/27/18**

Donations

**WHEREAS** certain county departments received donations in 2017, and

**WHEREAS** the County Auditor/Treasurer has monitored and tabulated all donations received;

**BE IT RESOLVED** to accept the following donations for the calendar year 2017:

### **KANABEC COUNTY DONATIONS**

**2017**

SHERIFF

Badges Program	\$8,383.40
Reserves	\$7,998.59

	Jail Art Program Project Lifesaver	\$2,000.00	
Total Sheriff Donations			\$18,381.99
Total Donations to County in 2017			<u>\$18,381.99</u>
AGENCY FUNDS			
KLID Donations		\$5,000.00	
Total Donations to Agency Funds 2017			<u>\$5,000.00</u>

**Change Funds 2017**

Auditor-Treasurer	Cash drawer	\$500.00
Drivers-License	Cash drawer	\$100.00
Highway	Cash drawer	\$75.00
		<u>\$675.00</u>

Action #15 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

**Resolution #15 – 6/27/18**

Restricted and Assigned Funds

**WHEREAS** the county maintains funds dedicated for specific public purposes, and

**WHEREAS** the Auditor/Treasurer prepared a report for the board showing the fund balances;

**BE IT RESOLVED** to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2017:

**KANABEC COUNTY  
RESTRICTED & ASSIGNED FUNDS 2017**  
(Auditor\Dedicated\DF2017.xls)

	<b>RESTRICTED FUNDS</b>	<b>12/31/17</b>
R	911 EMERGENCY	117,251
R	CWP SEPTIC LOANS	266,250
R	FORFEITURE FUNDS - ATTORNEY	22,469



R	FORFEITURE FUNDS - SHERIFF	140,815
R	LAND OFFICE TECH EQUIPMENT	123,582
R	LAW LIBRARY	-2,365
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	79,039
R	RURAL ADDRESSING	438
R	SCORE	194,610
R	SHORELAND GRANT	4,090
R	SW SURCHARGES	1,639,889
R	TRANSIT MNDOT FARES	53,491
R	WATER PLAN GRANT	
R	WETLAND GRANT	
	<b>UNRESTRICTED - ASSIGNED FUNDS</b>	
A	FUTURE CAPITAL EQUIPMENT	192,751
A	FUTURE CAPITAL IMPROVEMENTS	289,374
A	LEGAL FEE FUND ORD 27	
A	PUBLIC HEALTH COPIER	0
A	RETIREE ACCRUED SICK PAY	-41,654
A	SHERIFFS RESERVE UNIT	17,372
A	TRANSIT	611,694
A	VEHICLE POOL	112,232
	TOTAL	3,821,328

**11:59am** – The Chairperson called for public comment three times. None responded.

**12:01pm** – The Chairperson closed public comment.

The County Commissioners gave reports on the activities of the boards and committees in which they participate.

The County Board held a discussion regarding the 2019 Budget. Information only, no action was taken.

Action #16 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:38pm and to meet again in regular session on July 11, 2018 at 9:00am.

*Signed* \_\_\_\_\_

Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk